Detailed Wall Calendar Saves Valuable Time
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As athletic directors, we all know that valuable information is critical in doing our job. It must be retrievable at a moments notice in order to answer a question or solve an immediate problem. One simple tool to help provide this information, which might be of some use for new athletic directors, is the use of a large monthly wall calendar.

I record in pencil because changes and postponements do occur, my entire athletic and meeting schedule on a large monthly calendar. It hangs above my desk and next to the telephone in my office. The calendar is large enough to record all necessary information about every athletic contest scheduled at my school. I also include meetings and other responsibilities so that I Know exactly what is going on and where I must be at all times. This calendar is also useful as a guide in scheduling for next year since I can easily compare one year from the other in scheduling team pictures, award nights, booster club meetings, etc., that tend to occur at the same time each year.

Every athletic director probably develops his or her own codes and abbreviations, but the few hours spent developing a complete wall calendar is time well spent as the hectic school year unfolds. Here is an example of three events and the codes that go along with them.

Sept 5

JV/V BSO (A) WW 5 & 7   #145564   (4pm/9pm)
VFB (H) WJ 6:30 (R) (S) (P) (**)
Booster Club 4pm Rm124 Fin. Report/

Key:
JV/V BSO = JV and Varsity boys' soccer   (A) = Away contest
WW = Opponent which is Walt Whitman   5 & 7 = Game times
#14564 / 4pm = Bus ticket number and time leaving/returning

VFB = Varsity football   (H) = Home contest
WJ = Opponent which is Walter Johnson   6:30 = Game time
(R) = Referees ordered   (S) = Security needed
(P) = Police needed   (**) = Special need/locker rooms for
                                                                          visiting team and referees

Booster Club = Booster Club meeting   4pm = Time
Rm 124 = Location   Fin. Report = What I special items I
                                                                          need to bring